



Policy: 4470
Procedure: 4470.03
Chapter: Education
Rule: Pre and Post Assessment

Effective: 02/01/07
Replaces: 4470.03
Dated: 10/10/97

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) secure schools are responsible for completing pre and post educational assessment and entering that information into a student's school file and forwarding a copy to the student's housing unit. Post-test results are to be presented to the student's scheduled Superintendent Release Board (SRB) and final Multidisciplinary Treatment Team (MDT). Gains made on this assessment is a consideration for discharge pursuant to ARS §41-2820.

Rules:

1. The **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) CLASSROOM TEACHER** shall:
 - a. Conduct an informal assessment of each student's reading and math skills using the Test of Adult Basic Education (TABE) Locator within the first three days of school;
 - b. Administer a TABE test to each new RAC student within the first five days of school;
 - c. Use the standard test procedures (timed, accommodations if needed);
 - d. If it is discovered that a student's test results are not indicative of the student's actual academic abilities, mark the first test invalid and administer an alternate form of the test;
 - e. If the student's score reaches the test ceiling, mark the first test invalid and administer another test at the next level.
2. The **RAC CLASSROOM TEACHER** shall submit completed answer sheets to agency personnel the same day testing is completed. The designated **AGENCY PERSONNEL** shall:
 - a. Scan and import assessment results no later than 24 hours after receiving answer sheets;
 - b. Enter the date the testing occurred into the system;
 - c. Send a hard copy of the results to the student's housing unit and place one in the student's education file;
 - d. Keep the completed answer sheet in a separate cumulative file according to entry month/year;
 - e. Shred the bubble answer sheets after one year;
 - f. Enter the results into the Criminogenic and Protective Factors Assessment (CAPFA).
3. The designated **TABE ADMINISTRATOR** shall Administer a pre-test to returning parole violators if:
 - a. There is no previous pre-test on file;
 - b. The last valid test on file (post test) is more than one year old; or
 - c. A new test is deemed necessary by the special education diagnostician after having completed a file review.
4. **ADJC PRINCIPALS** shall designate a TABE Administrator and a back-up Administrator who are Teachers, Guidance Counselors, or Diagnosticians. Designated **CENTRAL OFFICE EDUCATION PERSONNEL** shall train the TABE Administrator.
5. The **TABE ADMINISTRATOR** shall ensure that:
 - a. All tests are timed;
 - b. Accommodations are given to students who qualify.

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6. Resulting from housing unit's notification to the secure school Education office or regularly scheduled announcements in Youthbase that are provided to the secure school Education office, the **TABE ADMINISTRATOR** shall administer a valid Post-Test to students within the 45 days prior to release from an ADJC facility if their stay has been at least 6 months in length. The **TABE ADMINISTRATOR** shall ensure:
 - a. Regularly scheduled testing is arranged according to the housing unit MDT schedule and/or SRB calendar;
 - b. An appropriate testing room is designated;
 - c. Students can be made available during regular classes for the assessment, if needed;
 - d. The same level and form TABE test is administered using the standard test procedures (timed, accommodations if needed);
 - e. Answer sheets are scanned, tests are validated, and the information is imported no later than 24 hours after completion of the assessment;
 - f. If it is discovered that a student intentionally misrepresented his/her abilities or was found to have cheated, that test is marked "Invalid" and another test is given using an alternate form;
 - g. Test materials are kept in a secured and locked area that is isolated from ADJC personnel and students at all times;
 - h. A hard copy of the results is sent to the student, the student's housing unit, and placed in the student's education file;
 - i. The completed answer sheet is kept in a separate cumulative file according to entry month/year;
 - j. Answer sheets are shredded after one year;
 - k. Results are entered into the CAPFA.
7. If a student is denied release but has already completed a Post-Test, that Post-Test can serve as the valid Post-Test for no more than 90 days.
8. If a student is denied release for purposely invalidating the Post-Test, the **TABE ADMINISTRATOR** shall retest the student using the alternate form as soon as possible.
9. **UNIT MANAGER OR DESIGNATED UNIT PERSONNEL** shall ensure:
 - a. Accurate reporting of scheduled SRB'S is available to the TABE Administrator at least 45 days prior to a student's release board;
 - b. If TABE scores are not delivered to the housing unit at least nine days prior to the student's MDT, notification is given to the TABE Administrator;
 - c. If a student's Minimum Release Date (MRD) has past, separate notice is given to the TABE Administrator at least 45 days prior to release.
10. If the valid Post-Test results show no gains in any of the testing areas, the **SRB** may deny release until:
 - a. All of the student's teachers:
 - i. Agree s/he has demonstrated progress; and
 - ii. Complete Form 4470.03A Education Release Recommendation; or
 - b. The student is willing to perform on a new Post-Test at the best of his/her abilities.
11. The **TABE ADMINISTRATOR** shall waive a final Post Test when:
 - a. A student is released from ADJC by the courts and is withdrawn from school while residing at a County Detention Facility and will not be returning to an ADJC facility;
 - b. Notation in the Youthbase TABE window is made by agency personnel indicating a court ordered release.
12. Each **SITE PRINCIPAL** shall oversee the TABE procedure by:
 - a. Following up with housing unit managers regarding the timely receipt of test results;
 - b. Ensuring timely SRB/MDT reports are available to the TABE ADMINISTRATOR;

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- c. Utilizing the TABE Metric Report on a monthly basis to oversee progress;
- d. Summarizing monthly TABE testing progress at the last Education Leadership Team meeting of every month.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/02/07	Patrick J. Jeske Ph.D.		